CHAPTER SEVEN

Tools and Resources

his chapter contains tools and resources that could be helpful to you. They include:

- ► A Table of Joint Project Types
- Local Agency Documentation Review Checklist

► WSDOT Regional Practices Examples:

- Checklist for Channelization Plan Review
- The Path to Success
- Olympic Region Development Services Checklist
- WSDOT Design and Construction Oversight for Local Agencies Working within WSDOT Right-of-Way offices.

Maps and Contacts

- Washington State's Metropolitan Planning Organization (MPOs)
- Regional Transportation Planning Organizations (RTPOs)

More Great Resources

- *Example:* Local Agency Environmental Classification Summary
- Visit our website to download a copy of the publication *Tips for Writing Grant Proposals*—from the Department of Community, Trade and Economic Development.

www.wsdot.wa.gov/T2



Bridges such as this one in downtown Tacoma on SR 509 create civic legacies and become community symbols.



Joint Project Types

Project Partnerships by Type

Note: Joint funding of projects can be a complicated arrangement. Funding sources often come with restrictions on the use of the funds, environmental process requirements, applicable standards and approvals, and project timing. All of these issues need to be understood by the project partners to manage a joint project.

Project Type	Project Description	Project Examples	Process	Design Guidelines	Project Initiation
Interstate—Limited Access Facilities	Projects within the right-of-way of a full limited access Interstate facility. Projects may also occur within the limited access right-of-way limit line and include modifications to a ramp terminal or intersection with a city street.	HOV Direct Access Interchanges and new or revised freeway access. Project partners are cities, counties, and transit agencies.	(1) New and reconstruction projects such as HOV Direct Access: WSDOT design policy with WSDOT Headquarters concurrence and FHWA-Division approval for all design within the Interstate right-of-way, then with NEPA documentation. For all new access interchanges, FHWA, DC, approval; (2) all other type projects such as modification of a ramp terminal: WSDOT design policy and WSDOT Region approval working with FHWA for all design within the Interstate right-of-way.	WSDOT Design Manual applies to all highways within limited access that will remain under WSDOT's jurisdiction. City or county standards (LAG/AASHTO) may apply to those areas that will be ultimately under the jurisdiction of the city or county and are outside of limited access. Deviations from WSDOT Design Manual on new and reconstruction projects are approved by FHWA. Deviations from city or county standards are approved by WSDOT's Highway and Local Programs Division. Access approval by FHWA.	Typically through regional planning process. WSDOT contact determined at the region.

Project Type	Project Description	Project Examples	Process	Design Guidelines	Project Initiation
Non-Interstate Highways— Limited Access Facilities	Projects may occur within the right-of-way of a limited access facility that is a state highway, but non-interstate. If federal funds are involved or anticipated, the environmental and right-of-way process must follow the federal rules. Project may occur within the limited access right-of-way limit line and include modifications to a ramp terminal or intersection of a city street intersection.	Interchange modifications, added capacity, grade separation for railroad crossings, or modification on city streets at ramp terminals. Project Partners are cities, counties, transit agencies, and sometimes railroads.	If WSDOT is the lead agency, the federal process is usually followed with NEPA documentation. WSDOT design policy and WSDOT Region or Headquarters approval for all design within the state right-of-way	WSDOT Design Manual applies to all highways within limited access that will remain under WSDOT's jurisdiction. City or county standards (LAG/AASHTO) may apply to those areas that will be ultimately under the jurisdiction of the city or county and are outside of limited access. Deviations for NHS highways are approved by WSDOT Headquarters. Deviations for new or reconstruction projects on non-NHS highways are approved by WSDOT Headquarters Design Office. Deviations for all other projects on non-NHS highways are approved by WSDOT Headquarters Design Office. Deviations for all other projects on non-NHS highways are approved by WSDOT Hegions. Deviations from city or county standards are approved by WSDOT's Highway and Local Programs Division. Access approval is by WSDOT Headquarters Design Office.	Initiated by WSDOT or other agency. Partnerships likely formed during funding stage. Typically through regional planning process. WSDOT contact determined at the region.





Joint Project Types, continued

Project Type	Project Description	Project Examples	Process	Design Guidelines	Project Initiation
NHS State Highways within Incorporated City Limits—Non- Limited Access (Access Managed)* * (for Maintenance and Operations guidelines in incorporated cities, see Memorandum "City Streets as part of State Highways" dated May 8, 1997.)	WSDOT or the City may lead projects on state routes in urban areas. WSDOT-initiated projects are funded through the WSDOT budget and may include other agency funding.	Partnerships likely formed during funding stage. Arterial redevelopment for safety, capacity, pedestrian and bicycle facility improvements, and urban renewal. Other examples may include a transit speed and reliability improvement projects.	Initiated by WSDOT or other agency. If WSDOT is the lead agency, the federal process is usually followed with NEPA documentation. WSDOT has approval authority for project design. If federal funds are involved or anticipated, the environmental and right-of-way process must follow the federal rules, and construction materials testing must be done by the state or local agencies with certified acceptance approval authority.	WSDOT <i>Design Manual</i> applies to state highways. Deviations are approved by WSDOT Headquarters Design Office. City design standards may apply to the area outside of curb or paved shoulder on state highways or to city streets. Deviations from city standards are approved by WSDOT's Highway and Local Programs Division. Access approval is by the incorporated city.	Projects may be initiated by WSDOT, City, County, or regional planning organization. For locally initiated projects on state highways, WSDOT is invited to attend planning meetings for early coordination with local agencies. Contact Regional WSDOT planning office or Regional Local Programs Engineer.
State Highways in Unincorporated areas and RTPOs-Non-Limited Access (Access Managed)	Projects on state routes in rural areas, lead by WSDOT or county. The project is coordinated through the RTPO. Projects receive funding through the WSDOT budget. Other project partners may also provide funding.	Rural safety and pavement rehabilitation projects.	WSDOT lead on design and approvals. WSDOT usually follows the federal process, with NEPA documentation.	WSDOT standards apply. Deviations on NHS routes are approved by WSDOT Headquarters. Deviations for new or reconstruction projects on Non-NHS highways are approved by WSDOT Headquarters Design Office. Deviations for all other projects on Non-NHS routes are approved by WSDOT Regions. Access approval is by WSDOT Regions.	Initiated by WSDOT or other agency. Partnerships likely formed during funding stage, if joint funding, or during preliminary design and environmental documentation. WSDOT contact: Highways and Local Programs Engineer at the Region.

Project Type	Project Description	Project Examples	Process	Design Guidelines	Project Initiation
City or County with TIB funding	Projects on City or County streets, typically arterials.	Arterial redevelopment for safety, capacity, pedestrian and bicycle facility improvements, and urban renewal. Other examples may include a transit speed and reliability improvement projects.	City leads all aspects of the project, using the TIB grant. TIB approves the grant application, bid documents, and project management. Typically SEPA documentation.	City standards apply and/or AASHTO standards.	



Appendix 53.51

Local Agency Documentation Review Checklist

	e:			
deral Ai	d Project No.:	Contra	act No.:	
viewers				
AG lef.				
3 T	able of Organization and CA Agreement Review:			
	Action Approving Authority			
	Design Approval			
	PS&E Approval			
	Tied Bids			
	Contract Award Change Orders			
	reliminary Engineering:			
3.1	Design Approved By:			
4.1 4.22	PS&E Approved By:			
4.22	Sole Source Items? Yes No			
	If Yes, FHWA Approval Date:			
2	Changes in Scope, Limits, Character, Cost? Yes			
4.00	If Yes, FHWA Approval Date:			
4.22	Tied Bids Approved By:	Date:		
A	dvertising and Award:			
6.21	FHWA Construction Authorization Date:			
6.24	Advertising Dates:			
6.24	\mathcal{E}	lo		
6		lo		
6.25 6.27	Bid Opening Date:			
6.26	Award Date: No No			
0.20	If Not, Explain:			
6.28	Contract Execution Date:			
6.28	Contract Award Amount:			
6.3	Award Information Transmitted to WSDOT? Yes	No		
2	First Working Day: No. of Working	; Days:		
	No. of Working Days Complete:			· · · · · · · · · · · · · · · · · · ·
2.2	Preconstruction Conference Minutes Review: Comments:			
	Minutes Sent To: Region Local Programs Engineer	r?	Yes	No
	Contractor?		Yes	
	All Invitees?		Yes	No

	Comn	nitment File:					
44. <u>7</u> 8		Environmental and Per			Yes		
65. <u>2</u> 25		Met with Maintenance Right-of-Way	and Corrected Problems	Identified in PS&E	Yes	_ No _	
23		Right-of-Way Commit	ments to Landowner Met		Yes	_ No _	
		Right-of-Way Acquired			Yes	_ No _	
		Listing of Right-of-Wa	ion Procedures Dated: y Staff Current		Yes	_ No _	
		(If No, attach nev	w listing with individual s	-			
25.11 25.11		Project Right-of-W	Vay Certification Dated: 1/riew Letter in file (after 1/	/1/07) Ves	No		
	Const	ruction Contract Ac		1/9/) 103	140		
46.27 46.42		ruction Contract Ac al of Subcontractors:	ministration:				
	11	Subcontractor	:	Amount (\$)	Approval D	ate	DBE/WBE
					-		
		Specialty Items Subbed	l:	An	nount: \$		
			obed:				
			ntract Amount Specialty				
52.5	Change	Orders:					
	NI.	<u>Verbal</u>	<u>Written</u>		C		D
	<u>No.</u>	Approval Date	Approval Date		<u>Comments</u>		<u>Documented</u>
				-			
	_						

Construction and Post-Construction Appendix 53.51 Local Agency Documentation Review Checklist

	Арр	endix 53.51 Local Agency D	locumentation Review Checklis
LAG			
Ref.			
52.51	Claims by Contractor? Yes No		
	Comments:		
52 & 53	Project Diaries and Inspector's Daily Reports Signed and	Up to Date? Yes	No
	Payrolls:		
	Wage Rates Included in Contract? Yes		
	Payrolls on File? Yes		
	Certified by Contractor? Yes		
	Checked and Initialed by Agency? Yes		A CC 1:4
	Wage Rate Prime/Subs Interview	Intent to	Affidavit Wages Paid
	Frime/Suos interview	Pay Wages	wages Paid
	·		
G. 1			
Standar	· · · · · · · · · · · · · · · · · · ·		
Specific	cation If Yes, How Resolved?		
<i>27</i>	EEO Compliance:		
	PÈ Right-of-Way		
	Consultant		
	Hearings (Title VI)		
	Monthly Employment Utilization Reports (820-010) on F		
	for Prime and Subs (Greater Than \$100,00 <u>0</u>)		
	PR-1391 on File and Sent to Region Local Programs? Comments:	Yes No _	
	Comments:		
	Training:	NI- "	
	Training Goal Set? Yes Training Plan Approved by Agency: Yes		ours
			Others
			ours
	Comments:		
26	DBE Compliance:		
26.2	DBE Goal Set: \$		
26.2	DBE Condition of Award Amount: \$		
26.2	How Was DBE Certification Verified Prior to Award?		
26.2 52.5		No	
52.5 52.5		No No	
52.5		No	
26.2		No	
53. <u>5</u> 3	Quarterly Report of Amounts Credited as DBE Participati		
22. <u>2</u> 3		No	
	100		

	n and Post-Construction 5.51 Local Agency Documentation Review Checklist
Bı	idge Construction Projects:
	Bridge Rail Crash Tested Design Used? Yes No
	(New Construction Only, Any Funding Program)
Ca	ontract Completion:
.81	Completion Date:
.81	Completion Letter to Contractor Date:
2.83	End of Project Materials Certification From Project Engineer to Approving Authority Date:

11:P65:DP/LAG5

WSDOT Northwest Region Checklist for Channelization Plans

General Requirements	Requireme	nts
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m	now entire roadway width with all elements listed below. On State highways, where new channelization atches with existing highway sections, show no less than 300' of the existing highway section beyond the atch line(s) with all elements listed below. On intersecting roads and commercial and multi-residential driveways, now no less than 100' of the existing section beyond the match line(s) with all elements listed below.
sh	
	now only the final channelization where widening/improvement proposed. Include stations and dimensions of all nannelization features where proposed improvement ties in with existing roadway.
	ovide one full-size (22" x 34") and two half-size (11" x 17") white paper copies of the channelization plan(s). ull-size mylar is required for final approval.
	ubmit Channelization-related Design Deviation(s) and/or Evaluate Upgrades requests for review and approval. nannelization Plan cannot be approved until these deviations and/or EUs are approved.
Requi	ired Elements to be included on a Channelization Plan
☐ Pr	roject Title with State Route Number, Begin/End Mileposts, County, Date, and Page Number in title block.
☐ No	orth arrow, section, township, and range.
☐ St	treet and Highway names.
	ight-of-way lines (WSDOT, County, and/or City).
☐ Co	onstruction centerline bearing and 100 ft stations.
	osted Speed, Design Speed, and Design Vehicle.
	ighway Classification and Design Matrix used.
☐ Ch	hannelization-related Design Deviations, Evaluate Upgrades and Design Exceptions callouts/notes.
	urve data for each curve (curve radius, superelevation, curve and tangent lengths, delta angle, PC, PI, and PT).
	dge of traveled way and edge of pavement lines.
	tersecting roadways and driveways—at least 100 ft (30m) and identify business name and description.
	ngles between intersections and/or bearings of all centerlines at intersections.
	/idths of through lanes, turn lanes, and shoulders.
	egin and end stations of right- and left-turn storage lanes (indicate recommened storage lengths in Traffic nalysis).
☐ Be	egin and end stations with offsets for all channelization tapers and stripes.
☐ Le	eft- and right-turn radii for intersections and commercial and multi-residential driveways.
-	pical roadway sections showing all channelization features with dimensions (i.e., travel lanes, turn lanes, redians, shoulders, curb and gutter, bike lane, sidewalk, etc.)
☐ Ex	xisting and proposed raised curbing.
	aised and painted islands; separate sketch showing detail of islands including offsets of key locations from ference lines; also indicate square footage of islands.
☐ Sig	gnature block for WSDOT approval.
☐ PE	E stamp/seal signed and dated.

For more information, visit our website at: www.wsdot.wa.gov/regions/northwest/designguidance/

WSDOT Northwest Region The Path to Success

Northwest Region's Commitment

- We will provide a single point of contact to work with you through this process.
- We will provide clear, consistent, and accurate review comments.
- We will provide prompt review and response.
- Typically, we will perform an initial review within **four weeks**, depending on the complexity of the project and the quality of the submittal.
- Our goal is that subsequent reviews will be accomplished in less time.
- We will maintain documentation of all decisions and agreements made during the project duration.
- We will ensure that documents that we produce have been checked for quality.
- We will ensure that our comments do not conflict with one another.
- Comments pertaining to requirements will be clearly noted and separate from those that are suggestions.
- We will make every effort to sign the Channelization Plan on either the first or second submittal. At a minimum, we will strive for providing interim approval of critical "footprint" channelization no later than following a 2nd submittal.
- We will strive to resolve and clarify inconsistent design guidance.

Our Expectation (i.e., Your Commitment)

- The project proponent will keep WSDOT's Area Coordinator informed of project schedule and include WSDOT's input on schedule commitments that involve WSDOT review.
- The project proponent will submit a completed Project Design Guidelines worksheet prior to the first Channelization Plan submittal.
- The plans will adhere to guidance contained in the Channelization Plan Checklist and will be checked for quality prior to submittal.
- All review comments will be clearly addressed, with an itemized list of changes.
- Each subsequent submittal will identify new revisions/modifications that were not included in the previous submittal.
- For local agency projects, the agency staff will be actively involved in discussions between their consultant and WSDOT

Olympic Region Development Services Checklist and Design and Construction Oversight for Local Agencies working within WSDOT Right-of-Way — specific to agencies working within Olympic Region only.

Olympic Region Development Services Checklist

To be completed by Local Programs for any Local Agency project on State Highway Right-of-Way that involves Development Services (DS).

Local	Programs Contact				
Name:		Phone:		Date:	
Projec	t Location, Description and Local	Agency Co	ntact		
SR:	MP: Intersec	ction:			
Local A Proiect	agency: Title:		_ Ad Date:		
Descrip	otion of Project:				
LA Cor	ntact:			Phone:	
Local	Agency permission to be on State	highway ri	ght-of-way shall	be by:	
Local P	Programs Agreement: DS P	ermit or Agr	eement & needed	d by:	
Constr	uction Administration shall be ad	ministered	by:		
Local P	Programs: Maintenance:	Cons	struction PEO:	(to be determined by DS	;)
Interse	ection Plan for Approval				
Approv	red plan attached: DS to pu	ırsue plan ap	proval:	N/A	
The fo	llowing actions are requested from	m Developr	nent Services:		
	ckage Submittal				
	A Full Package review is requested.	(DS to dete	rmined disciplines	s to be reviewed.)	
		OR	•		
Modifie	d Package Submittal				
	A Modified Package review is reque the following disciplines which are		,		ency
	Roadway Sections Site Preparation Drainage Plan Drainage Supporting Calculations TESC Plan Utility Plan Paving / Channelization Plan Illumination Plan		Traffic Signal Plan Signing Plan Signal Special Pro- Traffic Control Plan Construction Est SPCC Plan Fugitive Dust Plan Other:	ovisions an imate n	

WSDOT Design and Construction Oversight

for Local Agencies working within WSDOT Right-of-Way

Design and Construction oversight will be by Local Programs for all projects for which *Highways and Local Programs* oversees funding. (Local Programs may require the assistance of other support groups within the Region.)

Design

Review all elements within state highway right of way.

Roadway geometrics will be to WSDOT Design standards or have WSDOT approved deviations.

Construction

At a minimum, all projects will be reviewed to ensure that the approved design is constructed.

Inspection oversight on all elements that WSDOT has maintenance responsibilities or ownership.

If Development Services review is needed, then Local Programs will utilize the Development Services checklist to identify which services (Full package review or Modified Package review) to request from Development Services.

Process documented by Local Programs (Date)





Benton Franklin Council of Governments

1622 Terminal Dr. Richland, WA 99352 Phone: 509.943.9185 Fax: 509.943.6756

www.wa.gov/bfcog/index.html

Cowlitz-Wahkiakum Council of Governments

207 4th Avenue North Kelso, WA 98626 Phone: 360.577.3041 Fax: 360.425.7760 www.cwcog.org

Puget Sound Regional Council

1011 Western Ave, Suite 500

Seattle WA 98104 Phone: 206.464.7090 Fax: 206.587.4825

www.psrc.org/contact.htm

Southwest Washington Regional Transportation Council

1351 Officers Row Vancouver, WA 98661 Phone: 360.397.6067 Fax: 360.696.1847 www.rtc.wa.gov

Spokane Regional Transportation Council

221 W. First Avenue, Suite 310

Spokane, WA 99201 Phone: 509.343.6370 Fax: 509.343.6400 www.srtc.org/index.htm

Thurston Regional Planning Council

2404 Heritage Court SW #B Olympia, WA 98502 Phone: 360.786.5480 Fax: 509.684.4788 www.trpc.org

Wenatchee Valley Transportation Council

300 S. Columbia Street Wenatchee, WA 98801 Phone: 509.669.997

Whatcom Council of Governments

314 E Champion Street Bellingham, WA 98225 Phone: 360.676.6974 Fax: 360.738.6232 www.wccog.org

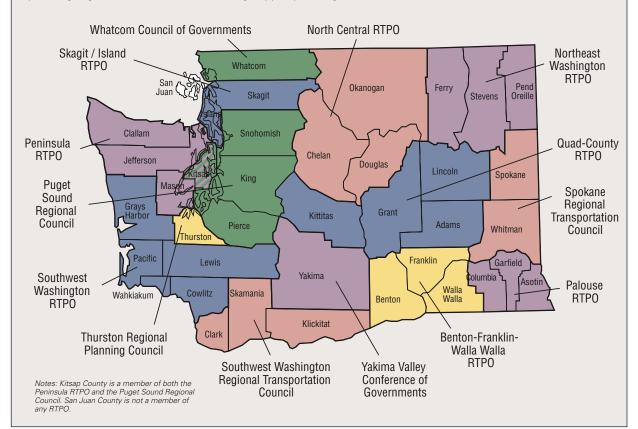
Yakima Valley Conference of Government

6 South Second Street, Suite 605

Yakima, WA 98901 Phone: 509.574.1550 Fax: 509.574.1551 www.yvcog.org

Regional Transportation Planning Organizations (RTPOs)

See WSDOT's Planning website for the latest changes to contacts or additions to regional transportation planning organizations: www.wsdot.wa.gov/ppsc/planning/RTPO.htm



Benton-Franklin-Walla Walla RTPO

1622 Terminal Drive

P.O. Box 217

Richland, WA 99352-0217 Phone: 509.943.9185 Fax: 509.943.675

Island County Public Works

P.O. Box 5000

Coupeville, WA 98239 Phone: 360.679.7331 Fax: 360.687.4550

North Central Transportation Planning

Organization (NCRTPO)

1551 North Wenachee Avenue

Wenatchee, WA 98807 Phone: 509.667.3000 Fax: 509.667.2940

www.wsdot.wa.gov/regions/northcentral/

Planning/ncr_rtpo_documents.cfm

N.E.W. RTPO (TRICO)

347 W. 2nd, Suite A Colville, WA 99114 Phone: 509.684.4571 Fax: 509.684.4768

Palouse Economic Development Council

NE 1345 Terre View Drive Pullman, WA 99163 Phone: 509.334.3579 Fax: 509.332.6991 www.palouse.org

Peninsula RTPO

WSDOT Olympic Region (Lead Agency)

PO Box 47440

Tumwater, WA 98504 Phone: 360.357.2600 Fax: 360.357.2601

Puget Sound Regional Council

1011 Western Avenue, Suite 500

Seattle, WA 98104-1035 Phone: 206.464.7515 Fax: 206.587.4825 www.psrc.org



QUADCO

Grant County (Lead Agency) 124 Enterprise Street, SE Ephrata, WA 98823 Phone: 509.754.6082

Fax: 509.754.6087

Skagit County Conference of Governments

204 Montgomery Street Mt Vernon, WA 98273 Phone: 360.416.7877 Fax: 360.336.6116

Southwest Washington Regional Transportation Council (SWRTC)

1351 Officers Row Vancouver, WA 98661-3856

Phone: 360.397.6067 Fax: 360.696.1847

Spokane Regional Transportation RTPO

221 W First Avenue, Suite 310 Spokane, WA 99201-3645 Phone: 509.343.6370 Fax: 509.343.6400

www.srtc.org

Thurston Regional Planning Council (TRPC)

2404 Heritage Court SW #B MS: 0947

Olympia, WA 98502-6031 Phone: 360.786.5480 Fax: 360.754.4413 www.trpc.org

Whatcom Council of Governments (WCOG)

314 E Champion Street Bellingham, WA 98225-4043

Phone: 360.676.6974 Fax: 360.738.6232 <u>www.wccog.org</u>

Yakima Valley Conference of Governments (YVCOG)

6 South Second Street, Suite 605

Yakima, WA 98901 Phone: 509.574.1550 Fax: 509.574.1551 www.yvcog.org

More Great Resources

A number of other great resources are available to you as you plan, fund, design and construct your project.

Association of Washington Cities (AWC)

AWC's Transportation Project is funded through and works closely with WSDOT to identify transportation needs in smaller cities and towns. The Association also provides assistance for transportation planning, commute trip reduction, and information systems management. AWC actively participates on funding, bridge, and design standardss committees to make sure city transportation needs are well-represented in policy-making decisions. The Transportation Project connects your street project with state and federal dollars and helps you find the right WSDOT resources for your city. 360.753.4137 www.awcnet.org/transportation.htm

Community Economic Assistance Center (CEAC)

The CEAC works in partnership with communities and organizations to improve economic conditions, stimulate private and public investment, and strengthen economic viability. The CEAC provides financial and technical assistance to help rural communities, distressed urban neighborhoods, downtown business districts, and other targeted areas prepare for desired business and job growth. Technical assistance ranges from practitioner training to project development services. Financial assistance pays for local economic development planning, feasibility analysis, site development, and publicly owned infrastructure. www.oted.wa.gov/ed/cea

Context Sensitive Design National Website

Context sensitive design (CSD) is a collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic, and environmental resources while maintaining safety and mobility. CSD is an approach that considers the total context within which a transportation improvement project will exist. This website contains information from various states as well as national efforts to encourage more community and environmentally sensitive transportation projects.

www.fhwa.dot.gov/csd/index.htm

Federal Highways Traffic Calming Website

As traffic calming needs often differ, techniques include police enforcement and public education only in some areas. In others, it means the employment of speed humps while in others it means the possible use of a wide array of techniques and devices. This web site is dedicated to all the known and electronically publicized transportation programs and studies that pertain to traffic calming. www.fhwa.dot.gov/environment/tcalm/index.htm

Local Government Commission (LGC)

The LGC provides a forum and technical assistance to enhance the ability of local governments to create and sustain healthy environments, healthy economies, and social equity. This California-based organization sponsors an annual nationally acclaimed community development conference every year and maintains an outstanding website-based resource center. www.lgc.org/index.html

Main Street

The national Main Street program is designed to improve all aspects of the downtown or central business district, producing both tangible and intangible benefits. Improving economic management, strengthening public participation, and making downtown a fun place to visit are as critical to Main Street's future as recruiting new businesses, rehabilitating buildings, and expanding parking. Building on downtown's inherent assets—rich architecture, personal service and traditional values and most of all, a sense of place—the Main Street approach has rekindled entrepreneurship, downtown cooperation, and civic concern. Washington State's Mainstreet Program can be found at www.oted.wa.gov/ed/cea/downtown/ index.html or by calling 360.725.4056. www.mainstreet.org

National Park Service-Rivers, Trails and Conservation Assistance Program

The Rivers, Trails, and Conservation Assistance Program, also known as the Rivers & Trails Program or RTCA, is a community resource of the National Park Service and works in urban, rural, and suburban communities with the goal of helping communities achieve on-the-ground conservation successes for their projects. They help communities help themselves by providing expertise and experience from around the



The City of Tacoma's remodeled train station.

nation. From urban promenades to trails along abandoned railroad rights-of-way to wildlife corridors, their assistance in greenway efforts is wide ranging. Similarly, their assistance in river conservation spans downtown riverfronts to regional water trails to streams. To find out if your project qualifies, contact the Seattle Office at 206.220.4118.

www.ncrc.nps.gov/programs/rtca

Planning for Transportation in Rural Areas

This FHWA document is designed as a resource to rural planners, city and county engineers, stakeholders, local officials, and other decision-makers involved with developing rural transportation plans. It is intended to foster a better understanding of the characteristics, issues, and trends affecting rural transportation systems and the benefits of good rural system planning. It provides approaches and case study profiles for public consultation, environmental review, transit system planning, intelligent transportation system planning, and access management. www.dr.fhwa.dot.gov/planning/rural/planningfortrans/index.html



Urban Land Institute (ULI)

Established in 1947, this Washington, D.C., fee-based service provides the technical expertise of ULI members to cities, private developers, and other organization that need objective analysis and advice on how to solve difficult land use, development, and redevelopment problems. ULI teams approach the project from all perspectives including market potential, land use and design, financing and development strategies, and organizing and implementation. An oral report is presented at the conclusion of the visit, followed by a printed report to the sponsor. 202.624.7000. www.uli.org/DK/uli_About_fst.html

Washington Economic Development Association (WEDA)

WEDA is an economic development professionals organization that seeks to stimulate the economic vitality of the state at the local community level. This is accomplished through goals and strategies that (1) promote sound economic development policy on the state level and (2) provide educational and networking opportunities for economic development professionals. 509.777.0525.

www.wedaonline.org/weda/membership.htm

Washington State Rural Development Council

In 1988, the National Governors' Association Task Force on Rural Development called for a state-federal partnership to coordinate and leverage available resources to address the unique development problems in small communities and rural areas around the nation. The principles embodied in the task force recommendations became the basis of the National Rural Development Partnership and the State Rural Development Council. 360.943.5151. www.yo-partner.com

Need more help?

Contact:

Association of Washington Cities, Transportation Project at 360.753.4137

County Road Administration Board (CRAB) at 360.753.4137

Washington Association of Counties at 360.753.1886

Municipal Research Center at 206.625.1300

Washington State Department of Community, Trade and Economic Development at 360.725.4000

To order more copies of this document please contact WSDOT's T2 Center at 360.705.7386 or on-line at: www.wsdot.wa.gov ■



Local Agency Environmental Classification Summary

		P	art 1	Proje	ct Descri _l	otion			
Federal Aid Project Number STPE-6680 (008)	r Route			1	Created /25/2002	Local A	Agency Projec	t Number	
Agency Orange County - Fictiti	ous Exam	ple		F	ederal Prog	ram Title	☐ Other		
Project Title Kingfisher Road Improv	vements			·					
Begin MP 0.54	End MP	2.07	Miles	1	.53	Townships			
KP	KP		KM			Ranges	1E 8 and 9		
County		Water Reso	urce In	ventory	Area (WRIA			Within Puget S	Sound
Orange Project Description		13	Desc	hutes				Basin? X Ye	s No
include shoulder wideni side of the roadway. Proproject and creation of a	oposed acti	vities also in							
		Part 2	Envir	onmer	ntal Class	ification			
☐ Class I - Environmental II Class II - Categorically Example CE Type (from 23 CFR 77 Projects Requiring (Documented CE) Class III - Environmental	xcluded (CE) 1.117) (d) Documenta (LAG 24.22	(1)			CE Type Deterr Enviro	(from SEPA	npt per WAC 19 Checklist) on-Significance act Statement ((DNS)	
		NE	PA A _l	pprov	al Signatı	ıres			
Local Agency Approvi	ng Authority	,			_	Date			
Local Agency Approvi			Secreta	ry	-	Date Date			
	ams Enginee		Secreta	ry	-				
Regional Local Progra	ams Enginee		Secreta	Teleph		Date Date	<i>'</i>	nclude area code,	

	Part 3 Permits and	Approvals Required			
Yes	No Permit or Approval	Yes No Permit or Approval			
	Image: Sec. 10 Image: Sec. 404 Image: Individual Permit No. Individual Permit No. Image: Sec. 20 Individual Permit Image: Sec. 20 Individual Permit No. Image: Sec. 20 Individual Permit No.	□ Shoreline Permit □ State Waste Discharge Permit □ Section 4(f)/6(f): Wildlife Refuges, Recreation Areas, Historic Properties □ SSP and TESC Plans Completed □ Water Rights Permit □ Water Quality Certification - Sec. 401 Issued by □ □ Tribal Permit(s), (If any) □ Other Permits, including GMA (List):			
	Tow / requisition required				
	Part 4 Environmental				
	Will the project involve work in or affect any o Attach additional pages or supple				
1. Air Quality - Identify any anticipated air quality issues. Is the project included in the Metropolitan Transportation Plan? Yes □ No If Yes, date Metropolitan Transportation Plan was adopted. 6/10/01 Is the project located in an Air Quality Non-Attainment Area or Maintenance Area (for carbon monoxide, ozone, or PM10)? Yes □ No Is the project exempt from Air Quality conformity requirements? Yes □ No (If Yes, identify exemption below.) (In printed version, some text is hidden - see example text in directions) (Example text if "yes"): Exempt from local hot spot analysis, per 40 CFR 93.126 - construction of bicycle and pedestrian facilities. (click to see hidden text if using filemaker pro)					
2. C	ritical/Sensitive Areas - Identify any known Critical or Sens	• ′			
C	ordinances. a. Aquifer Recharge Area, Wellhead Protection Area, or Sole Source Aquifer. If located within a sole source aquifer, is project exempt from EPA approval? ☑ Yes ☐ No (In printed version, some text is hidden - see example text in directions) (Example text, if "yes"): Project is located within the Central Pierce County Sole Source Aquifer, but b. Geologically Hazardous Area Chronic slide area located approximately one half mile from the proposed project.				
	 c. Habitat. List known fish and wildlife species present and describe general habitat. The Loris River is located 500 feet from the project and supports chinook, bull trout and carp. Project is surrounded by a mix of residential, commercial and riparian forest. A bald eagle nest is located approximately 800 feet from the proposed project. 				
	d. Are wetlands present within the project area? ✓ Yes (In printed version, some text is hidden - see example Project will impact 1.2 acres of existing wetlands. A	text in directions)			

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	Part 4 Environmental Considerations - Continued
3.	Cultural Resources/Historic Structures - Identify any historic, archaeological, or cultural resources present with the
	project's area of potential effects.
	Does the project fit into any of the exempt types of projects listed in Sect. 24.82(a) of the LAG Manual?
	If Yes , note exemption below. Project is exempt per item M, in section 24.8 of the LAG manual.
	1 reject is exempt per near 14, in section 2 no of the 2.10 manual.
	If No : Date of OAHP consultation 8/24/02
	Date of Tribal consultation(s) (if applicable) 8/26/02
	Adverse affects on cultural/historic resources? Yes No
	If Yes, date of approved Section 106 MOA $8/24/02$
	A copy of the completed MOA and all correspondence with and from OAHP and interested Tribes, are attached.
_	Flood Dising an Ways
4.	Flood Plains or Ways Is the project located in a 100-year flood plain? ✓ Yes No
	If yes, is the project located in a 100-year floodway?
	Will the project impact a 100-year flood plain? Yes No (If Yes, describe impacts and analysis conducted.)
	(if no - no additional information is needed)
	(if yes, determine if the project will cause a significant encroachment, as defined by 23 CFR 650 Part A. If there
	is a significant encroachment, the FHWA cannot approve unless it is the only practicable alternative, per 23 CFR 650.113)
	050.115)
5.	Hazardous and Problem Waste - Identify potential sources and type.
	Is the project likely to involve site clean-up? ☑ Yes □ No
	The ASARCO Tacoma Smelter Superfund site is located in the vicinity of the project site. Fallout of air contaminants from smeltering activities has blanketed the project site and vicinity. Evidence of slag at the site
	was observed during preliminary field investigations. Site cleanup activities are on-going.
	Will the project create any hazardous waste? ☑ Yes □ No (If Yes, describe waste handling and disposal.)
	As part of the Superfund cleanup, ASARCO will accept and dispose of all excavated soils from this project. A
	copy of the clean up plan prepared by ASARCO is attached.
6.	Noise - Identify potential sensitive receptors or previous mitigation commitments. Briefly describe your impacts to the
	sensitive receptor, if present.
	(In printed version, some text is hidden - see example text in directions)
	Sensitive noise receptors for this project include three residences, located approximately 100 feet from the proposed project. The proposed project will result in both temporary and long-term increases to the existing
	noise levels in this area. A noise analysis was conducted and is attached. The study determined that impacts will
7.	Parks, Recreation Areas, Wildlife Refuges, Historic Properties, or Scenic Rivers/Byways, 4(f)/6(f) Lands - Identify any properties within the project limits and, if any are present, describe impacts to properties present.
	The Waits City Park is located adjacent to the proposed project. The Bigelow House, listed on the National
	Register for Historic Places, will be impacted as a result of the project. An individual Section 4(f) evaluation
	was prepared to address the impacts of the proposed project on both Waits Park and the Bigelow House and is
	attached. FHWA approved the individual Section 4(f) evalutation on 7/23/02.

	Part 4 Environmental Considerations - Continued
8.	Resource Lands - Identify any of the following resource lands within 300 feet of the project limits and those otherwise impacted by the project. Describe any impacts to any resource lands identified. a. Agricultural Project will require the conversion of 0.65 acre of agricultural land. The land is considered to be prime and unique farmland and a copy of the United State Department of Agriculture approval is attached.
	If present, is resource considered to be prime and unique farmland? If Yes, date of approval from US Forest Service, Dept. of Agriculture. 8/13/02
	c. Mineral No mineral deposits are present within the proposed project area.
9.	a. Identify all waterbodies within 300 feet of the project limits or that will otherwise be impacted. Fisheries WA Stream No. Ecology 303d Report No. Reason for 303d listing Date of Report 6/2/98 b. Identify stream crossing structures by type. There is a culvert crossing located on Lupis Creek, which is a tributary to the Loris River.
10.	Tribal Lands - Identify. The proposed project is located within Suquamish Tribal land. Discussions and coordination has occurred with the Suquamish Tribe, in order to ensure their comfort level with the proposed project. Copies of the correspondence and approval from the Tribe, are attached.
11.	 Visual Quality Will the project impact roadside classification or visual aspects? ☐ Yes ☒ No (If Yes, identify the impacts.) (example text if yes) The Bigelow House, noted above, will be visually impacted by this project.

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	Part 4 Environmental Considerations - Continued				
12.	Water Quality/Storm Water				
'-'	Has NPDES municipal general permit been issued for this WRIA?				
	Amount of existing impervious surface within project limits: 23,186 square feet				
	Net new impervious surface to be created as a result of project: 5,234 square feet				
	Existing water quality/quantity treatment for existing impervious surface?				
	Describe proposed water quality/quantity treatment for new and any existing impervious surface upon completion of project.				
	20001120 proposed trailor quality, qualitative to the and any should grant a completion or project.				
	As part of the proposed project, stormwater treatment facilities will be constructed, consisting of construction of a curb and gutter system and bioswale. Runoff from 140% of the new impervious surface will be collected via the curb system and will be discharged to a bioswale at the western end of the roadway. The bioswale will provide treatment of the runoff, prior to its infiltration into the ground.				
13	Previous Environmental Commitments				
13.	Have previous environmental commitments been made in the project area?				
	Describe commitments. If commitments are a result of permit conditions, identify issuing agency, permit number and date, and how commitments will be met.				
	As part of previous improvement work to State Avenue (in 1998), a wetland mitigation site was created. The mitigation work was a requirement of the Corps of Engineers, as a result of the 1998 project's filling of 1.2 acres of wetlands. The city is committed to maintaining the mitigation site, through regular maintenance of the facility and re-planting, as necessary.				
14	Long-Term Maintenance Commitments				
1-4-	Are long-term maintenance commitments necessary for this project? Yes No Identify.				
	City maintenance staff will maintain the new trail and trailhead.				
45	Fundamental luction				
13.	Environmental Justice Are minority and/or low income communities impacted by the project? Yes No (If Yes, identify the impacts.)				
	(In printed version, some text is hidden - see example text in directions) Ten out of the seventy businesses and/or residences that this project will require strip takes of right of way from, are minority and/or low income. However, the number is not disproportionate in comparison to the overall number of residences and/or businesses that will require strip takes of right of way and equal impacts will occur to businesses and residences on both sides of the roadway.				
	The city conducted a public hearing/open house on November 13, 2003 to discuss the project; seek input and provide information. Announcements of the opportunities occurred in both English and non-English publications and translators were present at all public hearings and open houses.				

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Part 5 Biological Assessment and EFH Evaluations				
Answer ALL questions. Refer to the Part 5 Biological Assessment Checklist Instructions before completing this section.				
Permits				
	rmits, as indicated in Part 2, required: HPA, 404 w ts related to critical or sensitive areas ordinances?	vetlands, or local Yes No		
Location				
	occur within 0.5 miles of any of the following:	ne project involve blasting, pile concrete sawing, rock drilling, or aling activities within 1 mile of any bllowing?		
Bald eagle nesting territories, winter concentration areas, or bald eagle communal roosts?	✓ Yes ☐ No ☐ Don't Know ☐ `	Yes ⊠ No □ Don't Know		
Spotted owl management circles or designated critical habitat?	☐ Yes 🛛 No 🗌 Don't Know 🔲 `	Yes 🛛 No 🔲 Don't Know		
Marbled murrelet nest or occupied stand, or designated critical habitat?	☐ Yes 🛛 No ☐ Don't Know ☐ `	Yes 🛛 No 🔲 Don't Know		
Western snowy plover designated critical habitat?	☐ Yes ☑ No ☐ Don't Know	Yes 🛛 No 🔲 Don't Know		
Federal threatened, endangered, proposed, or candidate plant species locations or documented habitat?	☐ Yes ☑ No ☐ Don't Know ☐ Y	Yes 🛛 No 🔲 Don't Know		
Canada lynx habitat?	☐ Yes 🛛 No 🗋 Don't Know	Yes 🛛 No 🗌 Don't Know		
Gray wolf habitat?		Yes 🛛 No 🗌 Don't Know		
Grizzly bear habitat?	Yes No Don't Know	Yes 🔀 No 🗌 Don't Know		
Brown pelican night roosts?	Yes No Don't Know	Yes 🔀 No 🗌 Don't Know		
Woodland caribou habitat?	☐ Yes 🛛 No 🗌 Don't Know	Yes 🛛 No 🔲 Don't Know		
A mature coniferous or mixed fixed forest stand?	✓ Yes	Yes 🛛 No 🔲 Don't Know		
Will any construction work occur within 3 or the Pacific Ocean?	00 feet of Puget Sound, Strait of Juan de Fuca,	☐ Yes 🔀 No		
5. Will any construction work occur within 3 waterbody, which supports or drains it	00 feet of any permanent or intermittent nto a listed fish supporting waterbody?	☑ Yes ☐ No ☐ Don't Know		
6. Will any construction work occur within 3 connected to any permanent or intermitte	00 feet of any wetland, pond, or lake that is ent waterbody?	Yes No Don't Know		
 Does the action have the potential to dire habitat for salmonids (including adjacent 	ctly or indirectly impact designated critical riparian zones)?	☐ Yes 🛛 No 🗌 Don't Know		
Stormwater				
8. Does the project create any new impervious	ous surface area? If yes, go to 8a.	✓ Yes ☐ No		
8a. Will post-project stormwater treatment inf surface area; OR will stormwater treatmen impervious surface area?	iltrate, with pretreatment, all new impervious nt facility treat 140% times the area of new	Xes □ No □ Don't Know		
Construction Activities				
	g., asphalt or concrete grindings or byproducts, als, or excavated materials) from the project be mitted disposal site?	☐ Yes 🛛 No ☐ Don't Know		
10. Will the project involve any in-water work	?	☐ Yes 🛛 No 🔲 Don't Know		
11. Will the project effect the water regime of		☐ Yes 🛛 No 🔲 Don't Know		
12. Will construction work occur outside the	existing pavement? If Yes, go to 12a.	X Yes ☐ No		
12a. Will construction activities occurring outsi grading, filling, or modifications of vegeta	de the existing pavement involve clearing,	ĭ Yes □ No		

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If all the or Dor any of a review	mination ne above questions were marked No (win't know, but an adequate justification he the above items were checked Yes or lew and evaluate the project; complete the ist is required to conduct a review and example the project.	as been provided to sup Don't Know (with the exc ne section 7 consultation	port a no effect detern eption of Question 8a process per section 2	nination, then check No Effect . If a.), a biologist is required to conduct 4.7 of the LAG manual. Note: If a
	No Effect (The proposed project will will not result in the destruction or adv			
		NMFS	USFWS	
\boxtimes	NLTAA Date of Concurrence	8/13/02	7/22/02	_
	LTAA Date BO Issued			_
	Date of First 6 Mo. Update	2/13/03	1/22/03	_
Essei	ntial Fish Habitat Determination: No Effect			
	Adverse Effect. Date of NMFS Conc	urrence 8/13/02		
for ne a mate Const Grading removed The p	ot increase upon existing levels, as t sting eagles will also be adhered to, ure forest but no trees will be remov ruction will occur outside of the exi- ing and clearing will be minor as an aval of minor amounts of grasses and roject will result in an increase of in ed to provide pre-treatment of create	in order to ensure no ited. sting paved roadway at existing un-paved path non-native vegetation appervious surface. Hord runoff, prior to infilt	nd will require some way is currently in p wever, existing vegeration.	work will occur within 0.5 miles of the minor clearing and grading. Solace. Clearing will consist of
		Part 6 FHWA Con	nments	

Use Supplement Sheet if additional space is required to complete this section.

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